

EPA Toxic Chemicals Management (105728)
Questions for the Environmental Protection Agency
Monday, July 11, 2022 10:00 AM-11:30 AM Eastern

DM #675137

Workforce Planning Principles

1. Does EPA agree the following workforce planning principles are relevant and reasonable?

[[HYPERLINK "http://dm.gao.gov?library=FY22_ALL_STAFF&doc=361445"](http://dm.gao.gov?library=FY22_ALL_STAFF&doc=361445)] states that strategic workforce planning should address the following five key principles:

- **Principle 1:** *Involve top management, employees, and other stakeholders in developing, communicating, and implementing the strategic workforce plan.*
- **Principle 2:** *Determine the critical skills and competencies that will be needed to achieve current and future programmatic results.*
- **Principle 3:** *Develop strategies that are tailored to address gaps in number, deployment, and alignment of human capital approaches for enabling and sustaining the contributions of all critical skills and competencies.*
- **Principle 4:** *Build the capability needed to address administrative, educational, and other requirements important to support workforce planning strategies.*
- **Principle 5:** *Monitor and evaluate the agency's progress toward its human capital goals and the contribution that human capital results have made toward achieving programmatic results.*

Principle 1: Involve top management, employees, and other stakeholders

2. How have the following groups been involved in developing and implementing OCSP's strategic workforce planning efforts for TSCA activities with the following groups:
 - a. Top management (e.g. top program and human capital leaders, political and career executives);
 - b. Employees (e.g. agency managers, supervisors, employees, employee unions); and
 - c. other stakeholders (e.g. congressional stakeholders, other non-EPA stakeholders)
3. What communications has OCSP had with employees and other stakeholders, including hiring managers, about strategic workforce planning efforts for TSCA activities?
 - a. Have employees and stakeholders provided input into the workforce planning or provided feedback on plans?
 - b. How has workforce planning been communicated within EPA?

Principle 3: Develop strategies

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4. What programs, policies, and processes has OSCPP developed to build and manage the workforce needed to effectively implement its TSCA activities?
5. What human capital goals, if any, has OCSPS established for its TSCA-implementation workforce planning activities?
6. During our interview on May 5, 2022, EPA officials informed us that OCSPS plans to procure a contract that will address workforce planning principle 3. On May 18, 2022, EPA provided us with a draft statement of work for the planned contract.
 - a. Please describe how the deliverable for task 6 (Workforce Analysis with Recommendations) included in the draft Statement of Work will differ from workforce analyses that OCSPS has already completed (e.g. OPPT Workforce Analysis: Fiscal Year 2015 – Fiscal Year 2020, OPPT 2021 Skills Gap Assessment)?
 - b. Please provide a status update on this procurement effort.
7. During our interview on May 5, 2022, EPA officials told us that the FY 2021, FY 2022, and FY 2025 “Target for Number of Employees” counts included in the OPPT 2021 Skill Gap Assessment represent the only available “workforce needs” counts related to our review. Officials noted that OPPT did not formally document workforce needs counts for previous fiscal years, including FY 2016-2020.
 - a. Please confirm the accuracy of the above summary.
 - b. Please describe how OPPT used the results of its 2021 Skills Gap Assessment to inform its workforce planning activities since the office completed its assessment.
8. OPPT’s 2021 Skills Gap Assessment included the following targets for the number of employees in OPPT.

	FY 2021	FY 2022	FY 2025
OPPT	354.9	373.6	373.6

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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EPA's *Justification of Appropriations for Committee on Appropriations* included the following budget request levels for its Toxic Substances: Chemical Risk Review and Reduction program project:

	FY 2021	FY 2022	FY 2023
Toxic Substances: Chemical Risk Review and Reduction	\$69.0 million	\$75.5 million	\$124.2 million

In testimony before the Senate Committee on Environment and Public Works on June 22, 2022, Assistant Administrator Freedhoff stated, "In EPA's fiscal year 2023 budget request, the Agency asked for an increase of almost \$64 million and 200 FTE for the TSCA program, which reflects the budget and workforce analysis that the program conducted last year and that is further described in the report regarding EPA's capacity to implement TSCA that we expect to send to Congress soon."

- a. Please describe how EPA used its budget and workforce analysis to determine its FY 2023 budget request for its Toxic Substances: Chemical Risk Review and Reduction program project.
- b. Please provide any additional documentation that demonstrates how EPA determined its requested funding levels for its Toxic Substances: Chemical Risk Review and Reduction program project in FY 2023.

Principle 4: Build capability

9. How has the 2020 reorganization impacted staffing for TSCA activities?
 - a. What challenges did the reorganization have on ensuring sufficient staffing for TSCA activities?
 - b. What workforce planning efforts have been undertaken since the reorganization?
10. What steps has OSCPP undertaken to take advantage of existing and new human capital flexibilities to recruit, hire, and retain the workforce it needs to effectively implement its TSCA responsibilities?
 - a. How has OSCPP educated managers and employees about the availability and use of these flexibilities?
 - b. How, if at all, has OSCPP streamlined or improved administrative processes for using these flexibilities?
 - c. During the Entrance Conference, EPA noted that although Congress recently extended Title 42 authority to OSCPP, the office may not exercise this authority during our engagement (i.e., through about December 2022). Please discuss OSCPP's current plans for exercising Title 42 authority during our engagement.

Principle 5 Monitor and evaluate the agency's progress

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11. What performance measures, if any, has OCSPP established to measure progress toward achieving any human capital goals for TSCA activities?
12. What performance measures, if any, has OCSPP established to measure the contribution(s) its workforce planning activities make toward achieving goals for its new and existing chemical review programs?
13. Please discuss OCSPP's process for monitoring and evaluating its performance in these areas.